

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes and bubbling hot springs, cold mountain streams, winter snows and sunny summer skies, rolling sagebrush hills and vibrant wildflower meadows.



Photo: © S. Kentala

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants and cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville and Walker, which offer

a more quiet and rural way of life, with shopping in nearby Gardnerville and Carson City, Nevada.

Are you tired of the big city with its crowds and pollution? Are you looking to improve your quality of life? Perhaps Mono County is the place of your dreams.

If you enjoy the great outdoors, what better place to live and work than Mono County?

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*BENEFITS: Mono County provides generous benefits, safety retirement 3% at 55, 3% at 50 effective 7/1/04, PERS, medical, dental, vision and deferred compensation. Shift differential: Relief/Evenings 5%, Graveyard 7.5%, Holiday Pay @ 9% of base pay paid out in May & November, uniform allowance of \$600/yr.*

### TO APPLY:

**Mono County Sheriff's Dept.**  
**P.O. Box 616**  
**Bridgeport, CA 93517**  
**Telephone: (760) 932-7549**  
**Lt. Boe Turner or Shannon Kendall,**  
**Administrative Specialist**

[www.monosheriff.org](http://www.monosheriff.org)

or

[monocounty.ca.gov](http://monocounty.ca.gov)

*SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. Any questions should be directed to Human Resources.*

## COUNTY OF MONO



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**INVITES APPLICATIONS FOR**

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# **PUBLIC SAFETY OFFICER**

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**CONTINUOUS FILING**

**I – \$2,283 – \$2,775**

**II - \$2,399 – \$2,917**

*Equal Employment Opportunity Employer*

*Posted 12/17/2002*

## THE POSITION

Primarily, Public Safety Officers (PSO), under supervision, supervises the conduct of inmates at the County jail facility. PSO's assist with and perform booking and screening procedures; assist with the transportation of prisoners; receive and transmit radio and telephone communication and dispatch law enforcement and other public safety personnel. The PSO performs a variety of office support work and provides information to the public relating to the Sheriff's Department and answers questions concerning prisoners and inmate status.

The Public Safety Officer I is an entry-level position IN the Public Safety Officer series. Incumbents perform many assignments in a training and learning capacity. When sufficient job knowledge and work performance have been demonstrated, and completed, an incumbent may be promoted to the level of Public Safety Officer II

### Typical tasks include, but are not limited to:

- Supervises prisoner conduct during booking procedures, meals and other activities, and during detention in the County Jail.
- Assists with receiving, booking, searching, and fingerprinting prisoners.
- Takes periodic count of prisoners and escorts them during movement between facilities.
- Completes logs and records, and assists with reports and release of information.
- Screens and distributes inmate mail and delivers emergency messages.
- Answers a variety of calls within the 9-1-1 control room, receives and classifies calls and determines priority response and dispatching of units, according to availability, assigned geographic area and current location. Dispatches Sheriff and other public safety personnel to routine and emergency calls as required.

- Enters and clears information on the CLETS and NCIC systems to assist officers with calls
- Performs warrant and records checks and sends warrants to other law enforcement agencies.
- Updates daily dispatch logs and prepares a variety of information and report documents.

## QUALIFICATIONS

Any combination of education and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

*Previous experience in working with people in a setting requiring group control. Also, completion of the 12<sup>th</sup> grade (or equivalent).*

### Special Requirements:

Achievement of a passing score on a State approved written entrance examination for dispatchers and achievement of a passing score on an oral qualifications appraisal interview.

Ability to successfully pass an intensive background investigation as required by P.O.S.T. standards, including fingerprint and criminal history checks.

Possession of appropriate physical and mental qualifications to pass a PSO physical entrance examination and psychological entrance examination. No physical injuries or disabilities that would prevent: 1) carrying a 30 lb. back pack; 2) Dragging a 165 lb. dummy; 3) Jogging continuously for 15 minutes; 4) Working w/another person to carry a 165 lb. person.

Successful completion of the California Penal Code 832 training and current certification to work in holding facilities. Successful completion of an 80 hour Basic Complaint and Dispatcher's Course.

Possession of an appropriate valid driver's license.

**Ability to:** Learn, assist with, and perform a wide range of assignments regarding the care, custody, and booking of

prisoners with minimum direction and supervision; maintain effective discipline among prisoners during a variety of activities; communicate with prisoners; learn to operate radio and teletype equipment; use sound judgment in dispatching personnel and equipment; think clearly and act quickly in emergency situations; read, interpret, and analyze laws, rules, and regulations; prepare accurate and grammatically correct written reports; maintain courteous and tactful, but firm, relationships with the prisoners and the public; understand and carry out oral and written directions.

## THE DEPARTMENT

1 – Sheriff-Coroner

1 – Asst. Sheriff-Coroner

2 – Lieutenants

4 – Sergeants

2 – Investigators

16 – Deputy Sheriffs

1 – Admin. Specialist/PIO

1 – Financial Analyst

### JAIL DIVISION:

2 – Supervising Public Safety Officers

15 – Public Safety Officers

1 – Food Services Manager

1 - Cook